

**BYLAWS OF THE BOARD OF TRUSTEES
JOHNSTON PUBLIC LIBRARY**

Amended January 2008

JOHNSTON, IOWA

I. THE BOARD

- A. The Board of Trustees of the Johnston Public Library, comprised of five members, is established by municipal ordinance Chapter 22.
- B. The powers and duties of the Board of Trustees are detailed in the ordinance.
- C. The Board of Trustees shall exercise its powers and duties by:
 - 1. Employing a competent and qualified Director;
 - 2. Cooperating with the Director in determining and adopting written policies;
 - 3. Reporting to and cooperating with other public officials, boards, and the community as a whole;
 - 4. Assisting in the preparation of the annual budget;
 - 5. Developing long-range goals for the library and working toward their achievement.

II. OFFICERS

- A. The officers of the Board shall consist of a President, a Vice President and a Secretary.
- B. The terms of office shall be for one year. The vice president shall succeed to the presidency after serving as vice president for at least one year. Officers shall be elected each June and hold office to correspond with the fiscal year. The secretary may succeed himself/herself in office.
- C. The duties of all officers shall be such as usually devolve upon them in accordance with their titles.

III. MEETINGS

- A. Regular meetings shall be held on the third Thursday of each month at 5:30 p.m. in the library's conference room. Meeting time changes will be properly noticed.
- B. The Annual Meeting shall be held in September each year.

- C. Special meetings may be held at any time at the call of the President or any two members of the board, provided that notice thereof be given to all trustees at least 24 hours in advance of the special meeting and notice be given to the public.
- D. A quorum at any meeting shall consist of three or more members.
- E. An agenda for Board meetings shall be prepared by the Director in cooperation with the President of the Board.
- F. Notice of time, place and date of Board meetings and the tentative agenda will be given as required in Chapter 21 of the Code of Iowa. The notices will be posted at the Library, City Hall, Johnston Public Works, and on the web site.
- G. All meetings of the Board are open to members of the public. All closed meetings of the board will conform to the requirements of Chapter 21.5 of the Code of Iowa.
- H. Roberts Rules of Order Revised shall govern the parliamentary procedure of the Board.
- I. Regular meeting attendance is important. A trustee who is absent for six consecutive regular meetings, except in the cases of sickness, shall have vacated the position as detailed in the ordinance.

IV. COMMITTEES

The Board may appoint such special committees as may be needed from time to time.

V. DIRECTOR

- A. The Director is appointed by the Board and serves in this position at the pleasure of the Board, subject only to the provisions of such written agreement as may be entered into. The Board has the prerogative to remove, by a two-thirds vote, the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty, subject, however, to the provisions of Chapter 70, Code of Iowa.
- B. The Director shall be considered the executive officer for the Board and shall have the sole charge of administering the library under the direction and review of the Board.
- C. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of library service and for the operation of the library under the financial conditions set forth in the annual budget.

D. The Director shall be expected to attend all Board meetings.

VI. LIMITATIONS

- A. No member of the board or immediate relative of a Board member shall be considered for staff employment.
- B. No member of the board shall use the resources, business, finances, or contracts of the library for personal profit.

VII. AMENDMENTS

These by-laws may be amended at any regular meeting of the Board, within the limits of the Code of Iowa, by approval of a majority of the Board members. The proposed amendment must be submitted in writing at the previous meeting.

VIII. REVISION

The by-laws shall be reviewed by the Board and any necessary revisions made every third year.

IX. These by-laws shall be in force upon adoption by the Board as of November 19, 1992.

Amended June 28, 1995.

Amended January 18, 2001

Amended February 17, 2005

Amended January 16, 2008

Reviewed September 15, 2011

Reviewed October 16, 2014

Heather Schmitz, President
Johnston Public Library Board of Trustees
Johnston, Iowa